

Active Duty Rehire

Introduction

This section provides the procedure for completing the accession of a member with prior Coast Guard or Coast Guard Reserve service.


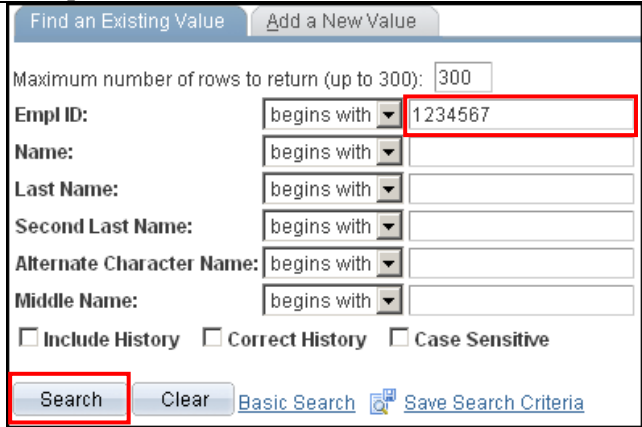
Before you Begin

Important information about position numbers: Do not assess a member to a position number at their destination. You must navigate to **Positions at a Department** and choose an active duty position similar to the member's position description appearing either at your own unit or a unit close to the member's departure point. **Annotate this number:** it will be used later in the Accession process (step 16). The current path is: Develop Workforce|Manage Positions|Inquire|Positions at a Dept|Department ID

Note: **Once the Accession is complete, remember you must PCS the member to the new duty station;** however, this is independent of the Accession process.

Procedure


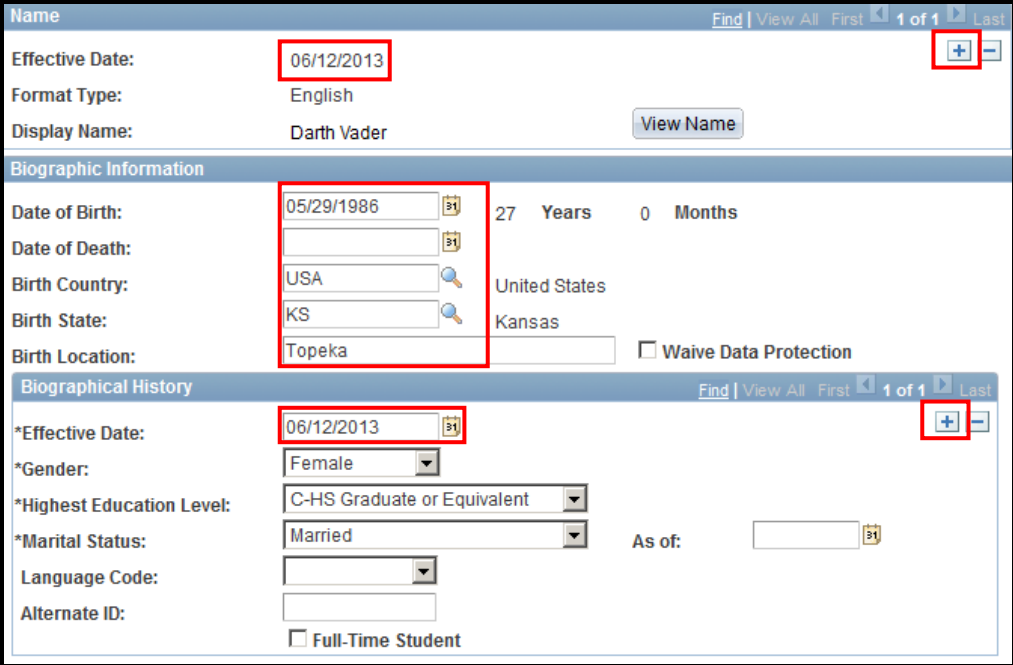

Follow these steps to complete the accession of a member with prior CG service.

Step	Action
1	<div></div> <p>From the Portal Page, select Personal Information from the HR Data Shortcuts pagelet.</p> <p>Note: Should <u>Personal Information</u> block be missing from the pagelets, navigate to the Enterprise Menu/Workforce Administration/Personal Information/Modify a Person</p>
2	<div></div> <p>Enter the member's Employee ID and click on Search.</p>

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Active Duty Rehire, Continued

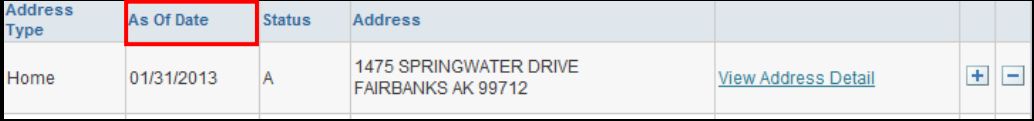
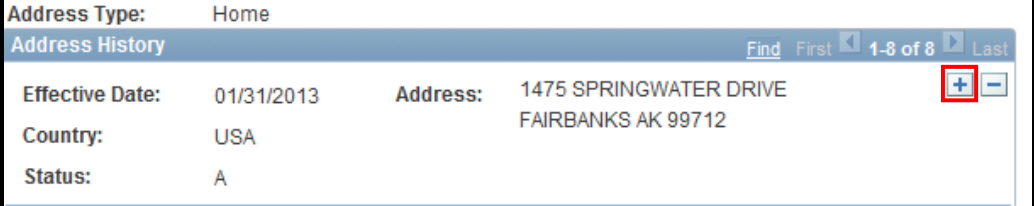
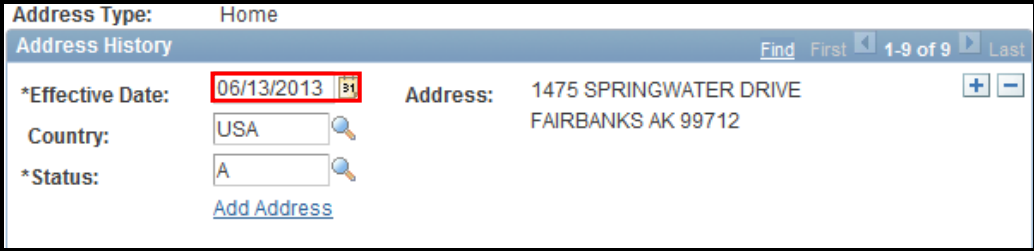
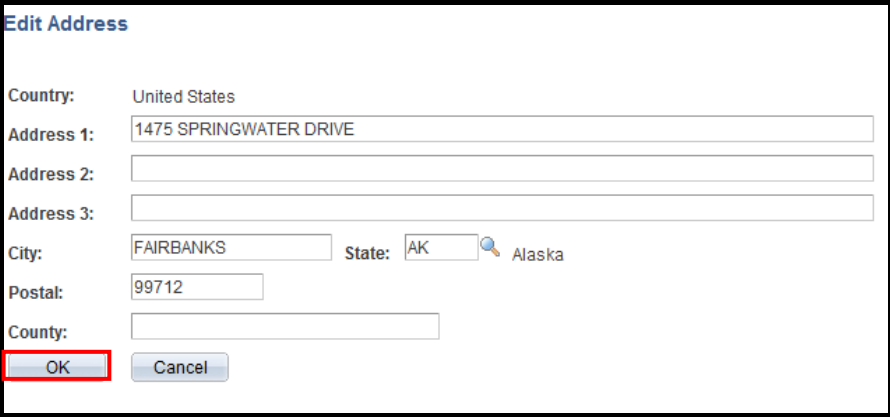
Procedure (continued)

Step	Action
3	Scroll to the bottom of the page and click  before making any changes.
4	 <p>Informational blocks will default to previously entered data.</p> <p>You must click on the plus (+) to update the file to <u>newly assessed date</u> both under <u>Name</u> and under <u>Biographical History</u> (adjust date as necessary).</p> <p>Note: <u>should neither the Birth State nor Birth Location populate, you must enter the correct information</u> (these blocks must be populated or the approving authority will receive an error and not be able to approve).</p> <p>When completed, select the Contact Information Tab. </p>

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Active Duty Rehire, Continued

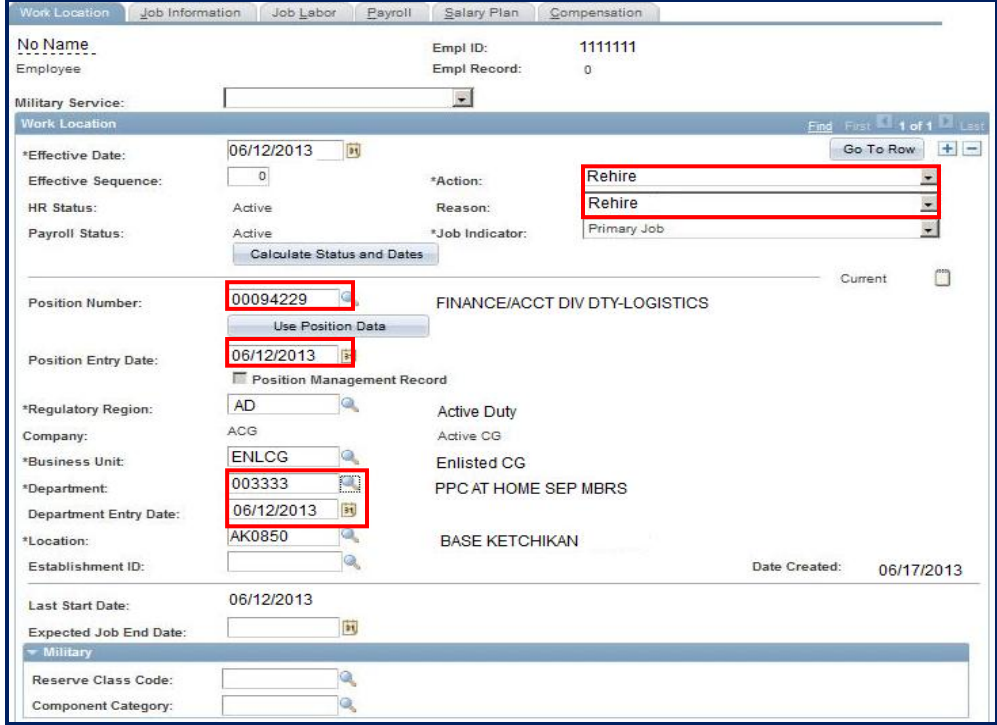
Procedure (continued)

Step	Action
5	 <p>The system defaults the first address as Home and the <u>As Of Date</u> will be a previously entered date. Select the View Address Detail link.</p>
6	 <p>The effective date defaults to the previous date and may be edited to reflect the correct date of hire. Note: <u>This date currently cannot be future dated.</u> Click on the plus sign (+) to begin updating the address.</p>
7	 <p>Effective date will be today's date (change if necessary). Now, select <u>Add Address</u> to edit/change the address. This brings up the Edit Address block.</p>
8	 <p>You may now overwrite the address blocks. Do not use <u>Address</u> blocks <u>2</u> or <u>3</u>.</p>

Continued on next page

Active Duty Rehire, Continued





Procedure (continued)

Step	Action
14	<p>Click the Ethnic Group lookup and select the appropriate category. All other data fields are left blank. Click Save and you should be navigated to the Job Data Work Location tab (if not, navigate yourself).</p> <p>You may have to change the Reg Region to USA to select the ethnic group</p>
15	<p>If for any reason you do not complete this accession during this session, you use the Add Employee Instance link in the HR Data Shortcuts pagelet.</p> <p>Do not use the Add Employee Instance if you had previously entered and saved Job Data. Any edits after initial save should be made using <u>Modify a Person</u> or <u>Job Data</u> links.</p> <p>Also, if you have not been navigated to this page by the system, you must self-navigate and enter the Employee ID number to access the Job Data platform. All previous Job Data entries will have been imported from the member's prior-service database record.</p>  <p>Note: You must be in Correct History Mode. Click on the plus (+) sign and follow the directions on the next page to adjust this tab's information</p>

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
16	<p>The effective date defaults to a previous date. It must be overridden with the current hire date.</p> <ul style="list-style-type: none"> Choose Rehire from the Action block dropdown. Choose Rehire from the Reason block dropdown. Job indicator should be Primary Job. Enter the Position Number previously annotated. The Position Entry Date, the Department Entry Date and the <u>Last Start Date</u> should populate with the correct (re) hire date. Ensure that <u>Use Position Data</u> is no longer grayed out. Once you have entered the new Position Number, you must click in the Position Number block to update the position number on your screen. This is a screen update only: the new narrative statement should appear: in this case: STOREKEEPER THIRD CLASS. <div data-bbox="332 747 1300 854"> <p>Position Number: <input type="text" value="00094229"/>  STOREKEEPER THIRD CLASS</p> <p><input type="button" value="Override Position Data"/></p> </div> <p>Click on <u>Override Position Data</u>.</p> <p>You must also change the Department block (in this case we will enter 000048 but you may also use the lookup).</p> <div data-bbox="332 1008 1222 1129"> <p>*Department: <input type="text" value="000048"/>  CG AIRSTA WASHINGTON</p> <p>Department Entry Date: <input type="text" value="06/12/2013"/> </p> <p>*Location: <input type="text" value="DC0002"/>  CG AIRSTA WASHINGTON</p> </div> <p>The narrative statement to the right will change to the correct Department and Location.</p> <p><u>DO NOT SAVE</u> until the last of Job Data information has been entered</p> <p>You should now move on the Job Information tab: <input type="button" value="Job Information"/></p>

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
17	<div><div><div><div>Job Information</div><div>Find First 1 of 12 Last</div><div>Go To Row</div><div>Effective Date: 06/12/2013</div><div>Effective Sequence: 0</div><div>HR Status: Active</div><div>Payroll Status: Active</div><div>Action: Rehire</div><div>Reason: Rehire</div><div>Job Indicator: Primary Job</div><div>Current</div><div>*Job Code: 442095</div><div>Entry Date: 06/12/2013</div><div>Supervisor Level:</div><div>Supervisor ID: 1111111</div><div>Reports To:</div><div>*Regular/Temporary: Regular</div><div>*Full/Part: Full-Time</div><div>Empl Class: AD</div><div>*Officer Code: None</div><div>*Regular Shift: N/A</div><div>Shift Rate:</div><div>*Classified Ind: Classified</div><div>Shift Factor:</div><div>Standard Hours</div><div>Standard Hours: 160.00</div><div>FTE: 0.000000</div><div>Work Period: M Monthly</div><div><input type="checkbox"/> Adds to FTE Actual Count?</div><div><input type="checkbox"/> Encumbrance Override</div><div>Contract Number</div><div>Contract Number:</div><div>Next Contract Number</div><div>Contract Type:</div></div></div></div> <div><p>The Job Code should have defaulted correctly; if not, enter the correct code.</p><p>The Effective Date and the Entry Date should be correct. At this time, it is necessary you enter the appropriate Supervisor ID (EMPLID). Note: this is typically your auditor (HRSUP).</p><p>Click on the Job Labor tab: Job Labor</p></div>

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
18	<div> <div> <div> <div>Find</div> <div>First</div> <div>1 of 12</div> <div>Last</div> </div> <div>Go To Row</div> </div> <div> <div>Effective Date:</div> <div>06/12/2013</div> </div> <div> <div>Effective Sequence:</div> <div>0</div> </div> <div> <div>Action:</div> <div>Rehire</div> </div> <div> <div>HR Status:</div> <div>Active</div> </div> <div> <div>Reason:</div> <div>Rehire</div> </div> <div> <div>Payroll Status:</div> <div>Active</div> </div> <div> <div>Job Indicator:</div> <div>Primary Job</div> </div> <div>Current</div> </div> <div> <div>Bargaining Unit:</div> <div></div> </div> <div> <div>Labor Agreement:</div> <div>ENL</div> <div>Active Component Enlisted</div> </div> <div> <div>Labor Agreement Entry Dt:</div> <div>06/12/2013</div> </div> <div> <div>Employee Category:</div> <div></div> </div> <div> <div>Employee Subcategory:</div> <div></div> </div> <div> <div>Employee Subcategory 2:</div> <div></div> </div> <div> <div><input type="checkbox"/></div> <div>Position Management Record</div> </div> <div> <div>Union Code:</div> <div></div> </div> <div> <div>Union Seniority Date:</div> <div></div> </div> <div> <div>Works Council ID:</div> <div></div> </div> <div> <div>Labor Facility ID:</div> <div></div> </div> <div> <div>Entry Date:</div> <div></div> </div> <div> <div><input type="checkbox"/></div> <div>Stop Wage Progression</div> </div> <div> <div><input type="checkbox"/></div> <div>Pay Union Fee</div> </div> <div> <div><input type="checkbox"/></div> <div>Exempt from Layoff</div> </div> <div> <div>Reason:</div> <div></div> </div>

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
19	<div><div><div><div>Labor Information</div><div><div>Find</div><div>First</div><div>1 of 12</div><div>Last</div></div><div><div>Go To Row</div></div></div><div><div>Effective Date:</div><div>06/12/2013</div><div>Action:</div><div>Rehire</div></div><div><div>Effective Sequence:</div><div>0</div><div>Reason:</div><div>Rehire</div></div><div><div>HR Status:</div><div>Active</div><div>Job Indicator:</div><div>Primary Job</div></div><div><div>Payroll Status:</div><div>Active</div><div>Current</div></div><div><div>Bargaining Unit:</div><div></div><div></div></div><div><div>Labor Agreement:</div><div>ENL</div><div>Active Component Enlisted</div></div><div><div>Labor Agreement Entry Dt:</div><div>06/12/2013</div><div></div></div><div><div>Employee Category:</div><div></div><div></div></div><div><div>Employee Subcategory:</div><div></div><div></div></div><div><div>Employee Subcategory 2:</div><div></div><div></div></div><div><div><input type="checkbox"/> Position Management Record</div></div><div><div>Union Code:</div><div></div><div></div></div><div><div>Union Seniority Date:</div><div></div><div></div></div><div><div>Works Council ID:</div><div></div><div></div></div><div><div>Labor Facility ID:</div><div></div><div></div></div><div><div>Entry Date:</div><div></div><div></div></div><div><div><input type="checkbox"/> Stop Wage Progression</div></div><div><div><input type="checkbox"/> Pay Union Fee</div></div><div><div><input type="checkbox"/> Exempt from Layoff</div><div>Reason:</div><div></div></div></div><div><div>Assigned Seniority Dates</div><div>Customize Find View All First 9-13 of 15 Last</div></div></div>

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step
20

Assigned Seniority Dates				
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		03/07/2009	<input checked="" type="checkbox"/>	
AD PAY SCALE DATE		06/12/2013	<input type="checkbox"/>	
CMA DATE		06/12/2013	<input checked="" type="checkbox"/>	
CURRENT AD DATE		06/12/2013	<input checked="" type="checkbox"/>	
DIEMS DATE		01/31/2006	<input checked="" type="checkbox"/>	
EXPECTED AD TERM DATE		06/11/2017	<input checked="" type="checkbox"/>	
EXPECTED LOSS DATE		06/11/2021	<input checked="" type="checkbox"/>	
JOB FAMILY ENTRY DATE		06/12/2013	<input checked="" type="checkbox"/>	
MIL OBLIGATION COMPL DATE		06/11/2017	<input checked="" type="checkbox"/>	
PAY ALLOWANCE DATE		06/12/2013	<input checked="" type="checkbox"/>	
POINTS SWE DATE		06/12/2013	<input type="checkbox"/>	
PAY BASE DATE		03/07/2009	<input checked="" type="checkbox"/>	
DATE OF RANK	436094	06/12/2013	<input type="checkbox"/>	
ROTATION DATE		07/01/2015	<input checked="" type="checkbox"/>	

[Recalculate Seniority Dates](#)

Click on **Recalculate Seniority Dates** to allow field adjustments and enter dates as appropriate to the individual member's case:

- Active duty Base Date: (Re) hire date (date of Accession). Any necessary adjustments will take place later via the SOCS process (see E-Mail ALSPO B/15)
- AD Pay Scale Date: (Re)hire date
- CMA Date: See Ch 3 of PAYMAN
- Current AD Date: Date of (Re)hire
- DIEMS Date: Date of original hire
- Expected AD Term Date: (day before) original hire date plus contract years
- Expected Loss Date: Recalculate per member's situation
- Job Family Entry Date: The date member first became rated in current rating (ie. SNBM, AET3...). Retrieve from DA at Main Menu>Develop Workforce>Plan Careers>Use>CG Member Info. Located on the "Background" tab
- Mil Obligation Completion date: 8 years from original DIEMS date unless prior discharge authorized under an approved program (ie. VOLSEP)
- Pay Allowance Date: Date of (Re)Hire
- Point Start Date: This date may only be adjusted by PPC (ADV). Retrieve from DA at Main Menu>Develop Workforce>Plan Careers>Use>CG Member Info. Located on the "Background" tab. If the date is blank on the CG Member Info page, enter the rehire date.
- Pay Base Date: If rehiring w/o break in service, use the existing PEBD from previous job row. If Rehiring w/a break in service, use the Rehire date: any necessary adjustments will take place later via the SOCS process (see Email ALSPO B/15)
- Date of Rank: Date of Hire
- Rotation Date: this is member specific

Proceed to the Payroll tab

[Payroll](#)

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
21	<div data-bbox="337 401 1369 814"> </div> <p>The Pay Group should default to <u>USCG STG</u>.</p> <p>Select Salary Plan tab </p>
22	<div data-bbox="337 936 1274 1383"> </div> <p>Salary Admin Plan: Should default to ENL.</p> <p>Grade: must be in accordance with Job Code entered on the Job Information Tab. Step: Enter <u>appropriate step</u> from the dropdown. Grade Entry Date: Will default to date of (Re)Hire Step Entry Date: Will default to date of (Re) Hire.</p> <p>Click on the Compensation Tab </p>

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step

23

Action

Compensation

Compensation

Find

First

1 of 12

Last

Effective Date: 06/12/2013

Effective Sequence: 0

HR Status: Active

Payroll Status: Active

Action: Rehire

Reason: Rehire

Job Indicator: Primary Job

Go To Row

Current

Compensation Rate: 2,304.90

USD

*Frequency: M Monthly

Comparative Information

Pay Rates

Default Pay Components

Contract Change Prorate Option

Pay Components

Amounts

Controls

Changes

Conversion

Customize

Find

First

1 of 1

Last

*Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 BASIC	0	2,304.900000	USD	M			

Calculate Compensation

Job Data

Employment Data

Benefits Program Participation

Click on the **Default Pay Components** button. This will update the **Compensation Rate** data and populate the Basic Comp Rate.

Click the Employment Data link

Step

24

This is a view-only page with no data to be entered
Term of Enlistment is now done in **Contract Data**

Military Service:

Organizational Instance

Organizational Instance Rcd: 0

Last Start Date: 06/29/2004

Termination Date:

Org Instance Service Date: 06/29/2004

Original Start Date: 06/29/2004

First Start Date: 06/29/2004

Years

Months

Days

10

0

26

Override

Organizational Assignment Data

Instance Record

Last Assignment Start Date: 06/29/2004

Assignment End Date:

Home/Host Classification: Home

Company Seniority Date: 03/07/2006

Benefits Service Date: 03/07/2006

Seniority Pay Calc Date: 03/07/2006

Probation Date:

Professional Experience Date:

Business Title: PAY/PERSONNEL TECH - DUTY

First Assignment Start: 03/07/2006

Years

Months

Days

7

3

10

Override

Override

Override

Last Verification Date:

Position Phone:

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
25	<div> Job Data Employment Data Benefits Program Participation </div> <p>Select the Benefits Program Participation link</p>
26	<div> <div> <div>Benefit Status</div> <div> <div>Find First 1 of 1 Last</div> <div>Go To Row</div> </div> </div> <div> <div>Benefit Record Number:</div> <div>0</div> <div>↺ ↻</div> </div> <div> <div>Effective Date:</div> <div>06/12/2013</div> </div> <div> <div>Effective Sequence:</div> <div>0</div> <div>Action:</div> <div>Rehire</div> </div> <div> <div>HR Status:</div> <div>Active</div> <div>Reason:</div> <div>Rehire</div> </div> <div> <div>Payroll Status:</div> <div>Active</div> <div>Job Indicator:</div> <div>Primary Job</div> </div> <div> <div>*Benefits System:</div> <div>Base Benefits</div> <div>Benefits Employee Status:</div> <div>Active</div> </div> <div> <div>Annual Benefits Base Rate:</div> <div></div> <div>USD</div> </div> <div> <div>Benefits Administration Eligibility</div> <div> <div>BAS Group ID:</div> <div></div> <div>🔍</div> </div> <div> <div>Elig Fld 1:</div> <div></div> <div>Elig Fld 2:</div> <div></div> <div>Elig Fld 3:</div> <div></div> </div> <div> <div>Elig Fld 4:</div> <div></div> <div>Elig Fld 5:</div> <div></div> <div>Elig Fld 6:</div> <div></div> </div> <div> <div>Elig Fld 7:</div> <div></div> <div>Elig Fld 8:</div> <div></div> <div>Elig Fld 9:</div> <div></div> </div> </div> <div> <div>Benefit Program Participation</div> <div> <div>Find View All First 1 of 9 Last</div> <div>+</div> <div>-</div> </div> </div> <div> <div>*Effective Date:</div> <div>06/12/2013</div> <div>Currency Code:</div> <div>USD</div> </div> <div> <div>*Benefit Program:</div> <div>ACG</div> <div>CG/NOAA Active Deduction Prog</div> </div> <div> <div>Job Data</div> <div>Employment Data</div> <div>Benefits Program Participation</div> </div> </div> <p>Under Benefit Program Participation the Effective Date and Benefit Program should default to the date of (Re) hire and <u>ACG</u> respectively; if not, change appropriately.</p> <p>Click the Job Data link: This will navigate you to the Work Location tab.</p>

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Active Duty Rehire, Continued

Procedure (continued)

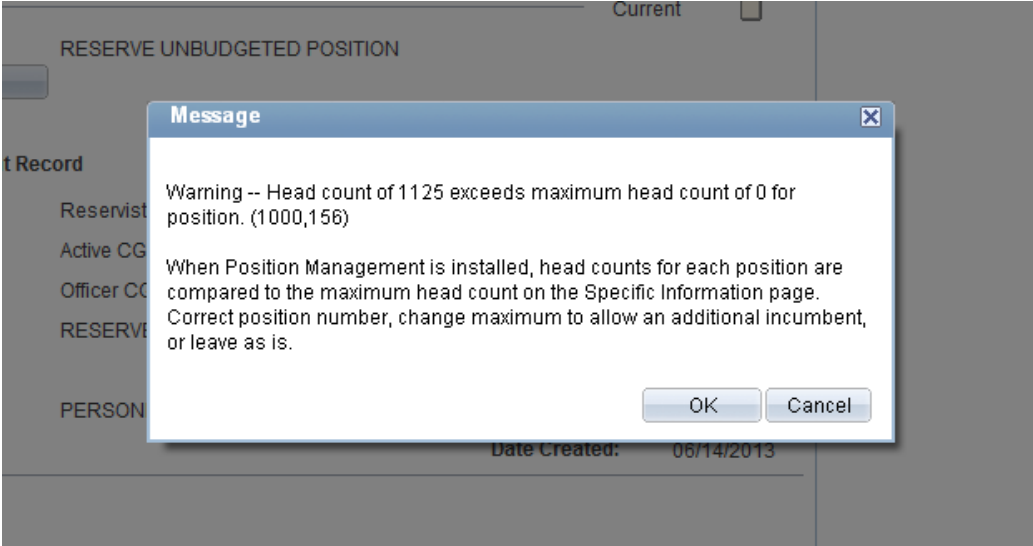
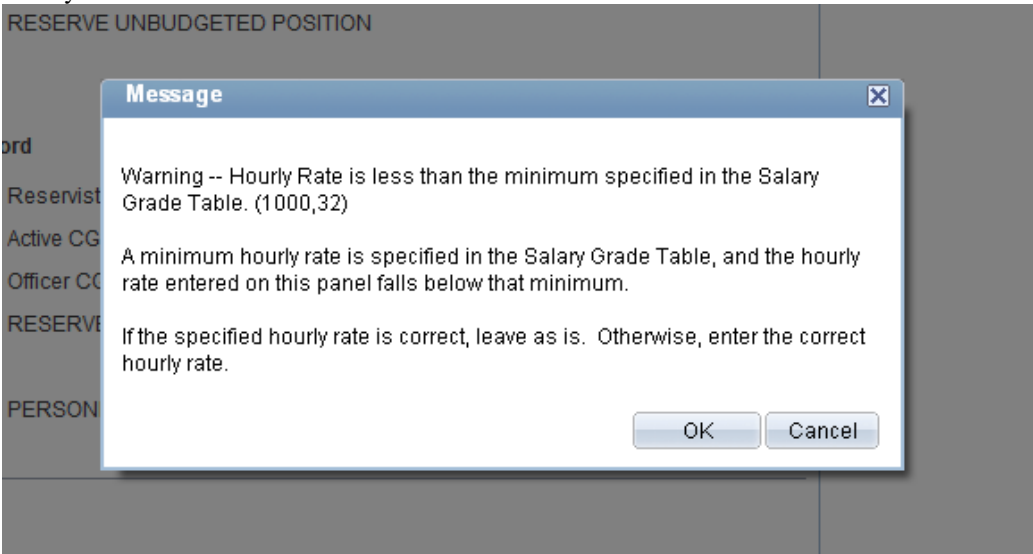
Step	Action
27	<div><div><div>Work Location</div><div>Job Information</div><div>Job Labor</div><div>Payroll</div><div>Salary Plan</div><div>Compensation</div></div><div><div>No Name</div><div>Employee</div><div>Military Service:</div></div><div><div>Empl ID: 1111111</div><div>Empl Record: 0</div></div><div><div>Work Location</div><div>Find First 1 of 1 Last</div><div>Go To Row + -</div></div><div><div>*Effective Date: 06/12/2013</div><div>Effective Sequence: 0</div><div>HR Status: Active</div><div>Payroll Status: Active</div><div>Calculate Status and Dates</div></div><div><div>*Action: Rehire</div><div>Reason: Rehire</div><div>*Job Indicator: Primary Job</div></div><div><div>Position Number: 00094229</div><div>Use Position Data</div><div>Position Entry Date: 06/12/2013</div><div>Position Management Record</div></div><div><div>*Regulatory Region: AD</div><div>Company: ACG</div><div>*Business Unit: ENLCG</div><div>*Department: 003333</div><div>Department Entry Date: 06/12/2013</div><div>*Location: AK0850</div><div>Establishment ID:</div></div><div><div>Active Duty</div><div>Active CG</div><div>Enlisted CG</div><div>PPCAT HOME SEP MBRS</div><div>BASE KETCHIKAN</div></div><div><div>Last Start Date: 06/12/2013</div><div>Expected Job End Date:</div><div>Current</div></div><div><div>Date Created: 06/17/2013</div></div><div><div>Military</div><div>Reserve Class Code:</div><div>Component Category:</div></div><div><div>OK</div><div>Cancel</div><div>Apply</div></div></div>

Click the **OK** button.

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
28	<p>You will receive several “Warning” messages:</p> <p>Head Count – Click the OK button.</p>  <p>Hourly Rate – Click the OK button.</p> 

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
28 Cont'd	<p>Establishment ID Click the OK button.</p> 

Continued on next page

Active Duty Rehire, Continued

Procedure (continued)

Step	Action
29	<p>After a successful Save you will be returned to the Organizational Relationships Tab.</p> <div><div><div>Biographical Details</div><div>Contact Information</div><div>Regional</div><div>Organizational Relationships</div></div><div><div>Darth Vader</div><div>Person ID: 2106653</div></div><div><div>Choose Org Relationship to Add</div><div><div><input checked="" type="checkbox"/> Employee</div><div><input type="checkbox"/> Contingent Worker</div><div><input type="checkbox"/> Person of Interest</div></div><div><div>Empl Record:</div><div>0</div></div><div><div>Select Checklist Code:</div><div></div><div>>></div></div><div>Add Relationship</div></div><div><div><div>Save</div><div>Notify</div><div>Refresh</div><div>Add</div><div>Update/Display</div><div>Include History</div><div>Correct History</div></div><div>Biographical Details Contact Information Regional Organizational Relationships</div></div></div>

Accession Approval

Introduction

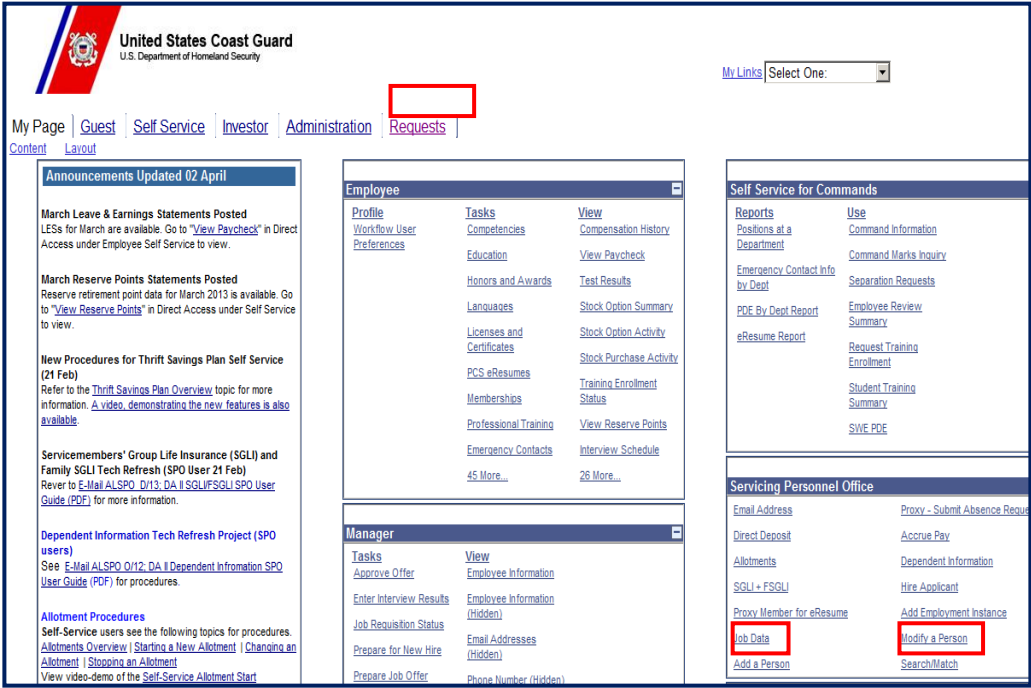
This section provides the procedure for approving an accession.

Discussion

SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession.

Procedure

Follow these steps to approve an accession.

Step	Action
1	<div><p>As approver you should review/audit the accession process prior to approval.</p><p>From the Portal Page you click the Modify a Person and Job Data links for review/audit.</p><p>Once you have completed review, follow the procedures below for approval.</p><p>From the Portal Page, select Requests located at the top of the page.</p></div>

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action
2	<div><div><div><div><div>My Page</div><div>Guest</div><div>Self Service</div><div>Investor</div><div>Administration</div><div>Requests</div></div><div><div>Content</div><div>Layout</div></div></div><div><div><div>Requests</div><div><div>Submit an Absence Request</div><div>View My Absence Requests</div><div>Submit a Delegation Request</div><div>View My Requests (all types)</div><div>PHS Submit Retirement Docs</div></div></div><div><div>Request Reports</div><div><div>Absence Request Listing</div></div></div></div></div></div>
	Click the View My Requests (all types) link.

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step

Action

4

View My Action Requests

Sylvester Cat

1. 'My Submitted Requests' allows member to bring up only their Action Requests.
2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.
3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.
4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)
5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.
6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

☐ My Submitted Requests

☒ Requests I am Approver For

☐ All Requests

Transaction Name: All Transactions

Transaction Status: Pending

Submission From Date: 06/18/2013

Submission To Date: 05/24/2013

Populate Grid

Refresh

Customize Find View All First 1-5 of 5 Last							
Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
AccessionHire	Pending	Eusebio Pedroza	1234567	Mickey Mouse	Sylvester Cat	06/18/2013	Approve/Deny
AccessionHire	Pending	Brad Majors	1112223	Goofy Dog	Sylvester Cat	05/24/2013	Approve/Deny
AccessionHire	Pending	Janet Weiss	2223334	Daffy Duck	Sylvester Cat	05/23/2013	Approve/Deny

A listing of all accessions you have been identified for approval will be displayed.

Select **Approve/Deny** for the member you are approving.

Continued on next page

Procedure (continued)

Continued on next page

Accession Approval, Continued



Procedure (continued)

Step	Action
6	<div><div><div><div><div>Action Request</div><div>Approval/SOD for Accessions</div><div>Darth Vader<ul style="list-style-type: none">Review hire data in the Request Information box.To approve a Hire Request, press the Approve button.To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.After a Hire Request has been approved, data will be pushed to DA 8.0.</div><div><div>Request Details</div><div>Employee ID: 1234567</div></div><div><div>Request Approvers</div><div>Approver: 7654321Sylvester Cat</div></div><div>Comment:<div></div></div><div><div>Approve</div><div>Deny</div></div></div></div><div><div>Accessions Hire Approval</div><div><div>Delegation Approval Process: Approved</div><div>One Approval level<div><div>Approved</div><div><div>✓</div><div>Sylvester Cat Initial Approve Action Request 06/24/13 - 12:39 PM</div></div></div></div><div><div>Comment History</div><div>Mickey Mouse at 05/18/2013 - 2:55 PM</div><div>View History</div></div></div></div></div><div>If Approved, the Approve/Deny buttons will gray out after system saves the approval.</div><div>You can now click on the “X” at the top of the document to close this page and repeat the process for the next accession.</div></div>

Accessions – Contract Data

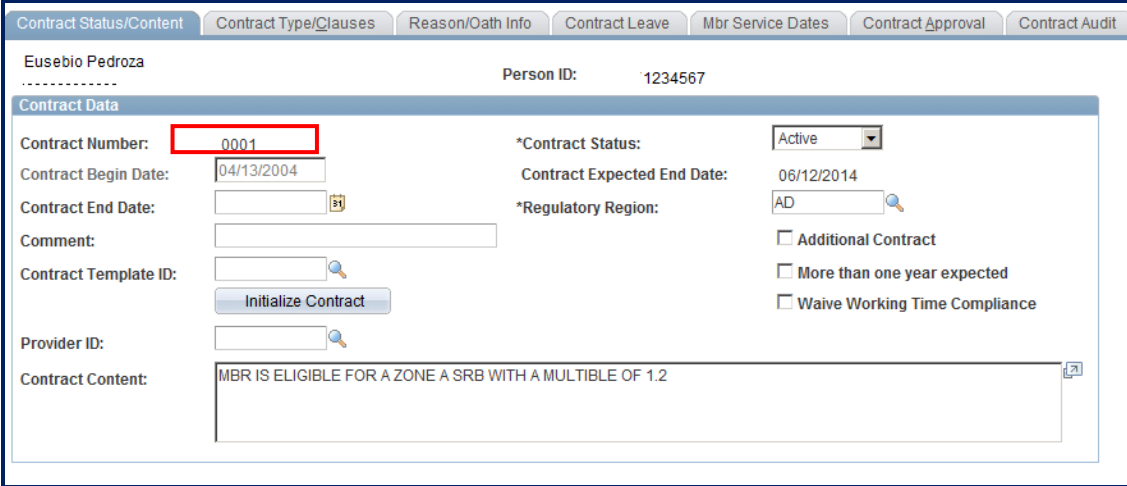
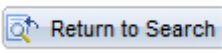
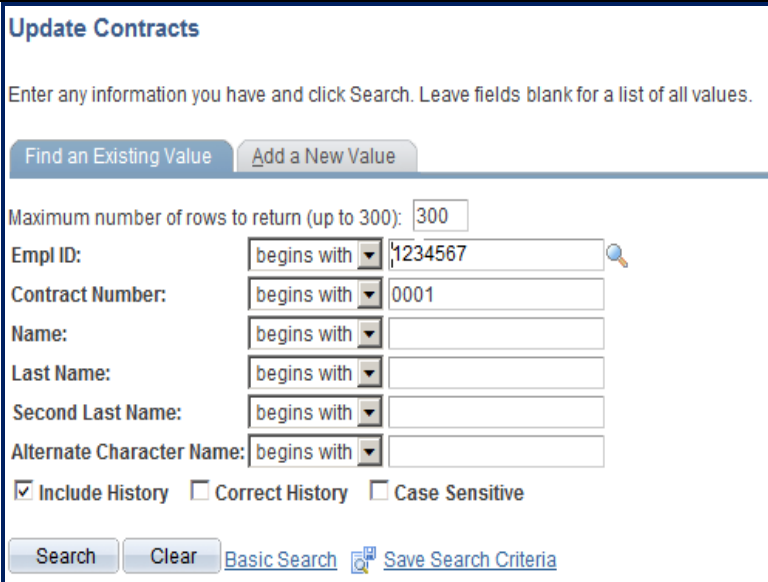
Introduction This section provides the procedure for completing the contract of an Active Duty member (rehire)

Procedure Follow these steps to complete the contract of an active duty member returning to the Coast Guard

Step	Action
1	<div><p>From the portal Page, navigate to Contract Data found on the Career Management pagelet</p></div>
2	<div><p>Enter member's EMPLID and click on Find an Existing Value</p></div>

Continued on next page

Accessions – Contract Data, Continued

Step	Action
3	 <p>Contract Status/Content will reveal the current contract number. You should choose the next sequential number (in this example, we see the contract number is 0001: the next number will be 0002)</p>
4	 <p>Click Return to Search</p>
5	 <p>Click Add a New Value and enter the new contract number (see below)</p>

Continued on next page

Accessions – Contract Data, Continued

6

Update Contracts

Find an Existing Value | Add a New Value

Empl ID: 1234567

Contract Number: 0001

Add

Find an Existing Value | Add a New Value

Alter contract number to **0002** (or next sequential number) and click **Add**

7

Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | Contract Leave | Mbr Service Dates | Contract Approval | Contract Audit

Eusebio Pedroza Person ID: 1234567

Contract Data

Contract Number: 0002 *Contract Status: Active

Contract Begin Date: 05/29/2014 Contract Expected End Date:

Contract End Date: Regulatory Region: AD

Comment:

Contract Template ID: Initialize Contract

Provider ID:

Contract Content: A narrative statement is required

Additional Contract

More than one year expected

Waive Working Time Compliance

Contract Status/Content page will appear as above
 Ensure Contract Begin date equals new Accession date
 Regulatory Region must be altered from USA to AD/RES
Contract Content must be populated with a statement
 Navigate to **Contract Type/Clauses**

Continued on next page

Accessions – Contract Data, Continued

8

Contract Status/Content | Contract Type/Clauses | **Reason/Oath Info** | Contract Leave | Mbr Service Dates | Contract Approval | Co

Eusebio Pedroza Person ID: 1234567

Contract Data

Contract Number: 0002 Begin Date: 05/29/2014 Contract Status: Active

Contract Type Find | View All | First | 1 of 1 | Last

Effective Date: 05/29/2014

Contract Type: **REN** Reenlistment
☐ Extend Contract

Contract Clauses Find | View All | First | 1 of 1 | Last

Seq Nbr: 1 Clause:

Clause Status:

Long Descr:

Comment:

Enter **appropriate** Contract Type from the **drop-down**

Under Contract Clauses you may select Clause Status (optional/required) and enter any contractual specific comments (i.e. guaranteed school, etc.)

Navigate to **Reason/Oath info**

9

Contract Status/Content | Contract Type/Clauses | Reason/Oath Info | **Contract Leave** | Mbr Service Dates | Contract Approval | Contract Audit

Eusebio Pedroza Person ID: 1234567

Contract Data

Contract Number: 0002 Begin Date: 05/29/2014 Contract Status: Active Expected End Date:

Total Length of Extensions this Enlistment(YMM): Number of Extensions this Enlistment:

Contract Type Find | View All | First | 1 of 1 | Last

Effective Date: 05/29/2014 Contract Type: REN Reenlistment

Reason/Oath

Contract Term Years/Months/Days: 4 ☐ Indefinite Re-Enlistment

Reason for Extension/Reextension/Retention

Reason: **Request of Member** Member Signature Date: 05/29/2014

Other (Specify): Begin Extension/Re-Extension: ☐

Oath Administrator Information

Name: Roberto Duran Military Grade: O6

City: Boston State: MA

Enter Contract Term Years/Months/Days (this will vary depending upon the situation)

Select a Reason from the drop-down

Select Member Signature Date

Add Name of Oath Administrator, applicable Military Grade and **City/State** where contract was administered if there was a break in service (if not, use the **Initial Place of Enlistment**)

Navigate to **Contract Leave** tab

Continued on next page

Accessions – Contract Data, Continued

10

Contract Status/Content	Contract Type/Clauses	Reason/Oath Info	Contract Leave	Mr Service Dates	Contract Approval
Eusebio Pedroza		Person ID: 1234567			
Contract Data					
Contract Number:	0002	Begin Date:	05/29/2014	Contract Status:	Active
Leave Balances					
Leave Balance:	59.500000	Cumulative Sold Leave:	As of: 05/28/2014		
Contract Type Find View All First 1 of 1 Last					
Effective Date:	05/29/2014				
Contract Type:	REN	Reenlistment			
Leave Disposition View All First 1 of 1 Last					
Total Leave to Sell (Days):	<input type="text"/>				

Enter number of days leave to sell as outlined in current policy
 Navigate to Mbr Services Dates

Continued on next page

Accessions – Contract Data, Continued

Assigned Seniority Dates				
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason
ACTIVE DUTY BASE DATE		03/07/2009	<input checked="" type="checkbox"/>	<input type="text"/>
AD PAY SCALE DATE		06/12/2013	<input type="checkbox"/>	<input type="text"/>
CMA DATE		06/12/2013	<input checked="" type="checkbox"/>	<input type="text"/>
CURRENT AD DATE		06/12/2013	<input checked="" type="checkbox"/>	<input type="text"/>
DIEMS DATE		01/31/2006	<input checked="" type="checkbox"/>	<input type="text"/>
EXPECTED AD TERM DATE		06/11/2017	<input checked="" type="checkbox"/>	<input type="text"/>
EXPECTED LOSS DATE		06/11/2021	<input checked="" type="checkbox"/>	<input type="text"/>
JOB FAMILY ENTRY DATE		06/12/2013	<input checked="" type="checkbox"/>	<input type="text"/>
MIL OBLIGATION COMPL DATE		06/11/2017	<input checked="" type="checkbox"/>	<input type="text"/>
PAY ALLOWANCE DATE		06/12/2013	<input checked="" type="checkbox"/>	<input type="text"/>
POINTS SWE DATE		06/12/2013	<input type="checkbox"/>	<input type="text"/>
PAY BASE DATE		03/07/2009	<input checked="" type="checkbox"/>	<input type="text"/>
DATE OF RANK	436094	06/12/2013	<input type="checkbox"/>	<input type="text"/>
ROTATION DATE		07/01/2015	<input checked="" type="checkbox"/>	<input type="text"/>

Recalculate Seniority Dates

Click **View All** on Assigned Seniority Dates
 Note: these dates should concur with the dates set during the ACCESSION process; if not, return to **Job Data** and verify the dates entered during ACCESSION process are entered correctly.

Navigate to **Contract Approval**

Continued on next page

Accessions – Contract Data, Continued

Step	Action
12	<p>Click on Submit for Approval and approval will be routed to <u>Approving SPO</u></p>

Contract Approval

Introduction




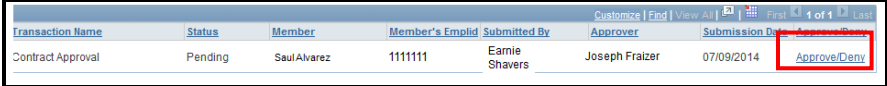
This section provides the procedure for approving a contract.

Discussion

SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the accession.

Procedure

Follow these steps to approve a contract

Step	Action
1	 Approver should select Requests
2	 Select View My Requests (all types)
3	 Select Requests I am Approver For and Populate Grid
4	 Click on Approve/Deny

Continued on next page

Contract Approval, Continued

Step	Action																																						
5	<div data-bbox="418 451 1344 940"> <p>Action Request</p> <p>Contract Approval</p> <p>Alvarez, Saul C.</p> <p>1. Please verify the contract data and leave disposition information. 2. If Changes are needed, enter details about changes in the Comments field. 3. Click Approve or Deny button</p> <table border="1"> <thead> <tr> <th colspan="2">Request Details</th> </tr> </thead> <tbody> <tr> <td>Contract Number:</td><td>0001</td> </tr> <tr> <td>Contract Status:</td><td>A</td> </tr> <tr> <td>Contract Begin Dt:</td><td>07/07/2014</td> </tr> <tr> <td>Expected End Dt:</td><td>07/06/2020</td> </tr> <tr> <td>Contract Type:</td><td>ENL</td> </tr> <tr> <td>Contract Effdt:</td><td>07/07/2014</td> </tr> </tbody> </table> <p>Get Details</p> <table border="1"> <thead> <tr> <th colspan="2">Request Information</th> </tr> </thead> <tbody> <tr> <td>Contract Term:</td><td>8 Years</td> </tr> <tr> <td>Reason:</td><td>Request of Member</td> </tr> <tr> <td>Num Extensions:</td><td>0</td> </tr> <tr> <td>Expect AD TermDt:</td><td>07/06/2020</td> </tr> <tr> <td>Leave Balance:</td><td>0</td> </tr> <tr> <td>Total Leave Sell:</td><td></td> </tr> <tr> <td>Mbr Signature Date:</td><td>07/07/2014</td> </tr> <tr> <td>SRB Entitlement:</td><td></td> </tr> <tr> <td>EXT Tour Length:</td><td></td> </tr> <tr> <td>Expected Loss Date:</td><td>07/06/2022</td> </tr> <tr> <td>Cumulative Sold:</td><td>0</td> </tr> </tbody> </table> <p>Comment: <input type="text" value="Welcome to the USCG"/></p> <p><input type="button" value="Approve"/> <input type="button" value="Deny"/></p> <p>Contract Approval</p> <p>Contract Approval: Pending</p> <p>One Level Approval</p> <p>Pending</p> <p>Joseph H. Fraizer SPO Approvers Deptid</p> </div> <p>Enter comments and click Approve or Deny Note: selecting Deny returns contract to HRS user</p>	Request Details		Contract Number:	0001	Contract Status:	A	Contract Begin Dt:	07/07/2014	Expected End Dt:	07/06/2020	Contract Type:	ENL	Contract Effdt:	07/07/2014	Request Information		Contract Term:	8 Years	Reason:	Request of Member	Num Extensions:	0	Expect AD TermDt:	07/06/2020	Leave Balance:	0	Total Leave Sell:		Mbr Signature Date:	07/07/2014	SRB Entitlement:		EXT Tour Length:		Expected Loss Date:	07/06/2022	Cumulative Sold:	0
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